



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

## VIA ELECTRONIC MAIL

April 4, 2012

To: All Department Heads  
  
From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **UPDATE FOR THE HARD-HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES AND EQUIPMENT**

This memo provides revised guidelines on the hard-hiring freeze and freeze on non-essential services, supplies and equipment (Attachment I). These revisions incorporate changes to the procedures due to the scheduled implementation of eHR Position Control, and update the existing hiring freeze and services, supplies and capital assets freeze procedures. Other existing policies currently in place for items such as Additional Responsibilities Bonus, Special-Step Placement, Supervisor/Subordinate Pay, MAPP, etc., which require Chief Executive Officer (CEO) approval will not change.

#### **Moratorium on Purchases**

On February 10, 2009, the Board approved a hard-hiring freeze that exempted critical health and safety positions. The Board also instructed the CEO to work with the Auditor-Controller to freeze the services and supplies and capital assets-equipment (formerly referred to as fixed assets) appropriations for non-essential purchases. The Board has reaffirmed the Countywide hard-hiring freeze and freeze on non-essential purchases each subsequent year during budget deliberations.

In addition to the freeze on non-essential services, supplies and equipment, we instituted a moratorium on information technology, vehicle, furniture purchases, office renovations and other cost-saving measures on February 17, 2011. Subsequently on August 2, 2011, we issued revised moratorium instructions specifying that any purchases that fell into these identified categories required CEO approval with input from the Chief Information Officer (CIO) for information technology purchases.

Effective immediately, we are lifting the moratorium on these purchases. Departments no longer need CEO approval for these types of purchases. However, Departments are to review information technology (IT) procurements with the CIO to ensure purchases are in alignment with departmental Business Automation Plans (BAP) and the County's strategic IT direction and standards. The appropriation freeze of services, supplies and equipment, as ordered by the Board, remains in effect.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

**Exception Form Revision**

The Exception Form (Attachment II) has been updated with several new fields: Position ID Number, Unit Number, Employee Name/Employee Number (only if available; not required), Employee Title, Subtitle and Title Description. These fields will be used to process all hiring exceptions.

**Hard-Hiring Freeze Exemption List Update**

CEO Analysts continue to work with your offices to identify critical items that should be exempted from the freeze. Attachment III is an updated listing of the exempted items.

**Implementation of eHR Position Control Module**

The scheduled implementation of the eHR Position Control Module will impact the way we administer the hard-hiring freeze. Beginning with its implementation in April 2012, departments will no longer need to travel to the Hall of Administration to input approved hiring requests. Positions exempt from the hard-hiring freeze and those positions approved via an Exception Form will be classified in the eHR Position Control as authorized, which will allow departments to process these personnel transactions from their workstation.

It is our hope that these updated procedures will relieve some of the administrative burdens of the hard-hiring freeze. As always, we welcome your comments and suggestions to further improve this process. Suggestions from your Administrative Deputy can be forwarded to Sid Kikkawa of our office for consideration.

If you have any questions or need additional information, please contact Sid Kikkawa at (213) 974-6872 or [skikkawa@ceo.lacounty.gov](mailto:skikkawa@ceo.lacounty.gov).

Thank you for your continued support in these matters.

WTF:ES:SK  
JW:MM:yjf

**Attachments**

c: Each Supervisor  
Chief Deputies  
Administrative Deputies

Hiring and SS Freeze Guidelines Procedures.m

**GUIDELINES AND PROCEDURES – HIRING, SERVICES,  
SUPPLIES AND CAPITAL ASSETS FREEZE**

All requests must be submitted to your Chief Executive Office (CEO) Budget Analyst using the Exception Form – Requests for Hiring, Services, Supplies and Capital Assets (Exception Form, Attachment II).

**A. Hiring Exemptions**

1. Positions that are on the Exempt Positions List do not need CEO approval. Departments must have a budgeted, vacant item to fund the position (new hire and/or promotion), but no documentation needs be submitted to the CEO, provided the department does not have a budget deficit. (See below).
  - a. Departments that have submitted a deficit in the latest Budget Status Report (BSR) will be required to submit an Exception Form for all new hires and promotions. These departments will be closely monitored to ensure that the new hires and/or costs related to promotions are justified in light of the deficit reported in the BSR.
  - b. All transactions will be monitored. If a department does not follow the hiring guidelines, CEO approval may be required for all transactions, including exempt positions.
2. Hiring freeze exemptions shall include:
  - Critical health and safety positions;
  - Positions required as a result of a court settlement;
  - Positions that are 100 percent revenue or IFT offset (unless a department is projected to overspend);
  - Positions that would create an immediate revenue loss that more than pays for the position; and
  - Seasonal positions required under various Memorandum of Understandings.

**B. Hiring Exceptions**

1. Departments must submit an Exception Form to their CEO Budget Analyst if a position is not on the Exempt Positions List.

## ATTACHMENT I

- a. Upon approval, the CEO will create a PDF copy of the Exception Form using the following naming convention:

Fiscal Year\_Department Code (2 digit)\_Position Identification (8-digit)

(Example: FY2011-12\_AU\_10003441)

- b. The CEO will forward the PDF file of the approved Exception Form to both the department and the CEO's Position Control Unit.
  - c. Departments should attach the PDF file of the approved Exception Form to the personnel Employee Status Maintenance (ESMT) document when executing the transaction. This new eHR document is used to process all new hires and promotions.
  - d. Transition Period Processing: For those Exception Forms that were approved prior to the implementation of eHR Position Control, in which the hiring transaction has not yet occurred in CWTAPPS, departments should annotate the fiscal year, two-digit Department Code and the eight-digit Position Identification number (two of the new fields on the revised Attachment II Exception Form) at the bottom of the approved Exception Form. When saving the PDF file, use the naming convention identified above, and forward the Exception Form to your CEO Budget Analyst for further processing.
2. Exception Forms are required for 120-day retirees, even if the item is on the Exempt Positions List. One Exception Form may be used for the annual summary request as long as adequate justification for each retiree, along with manager approval, is attached to the single Exception Form. Each new 120-day retiree hired outside of the annual process will require an individual Exception Form. Attachment IV provides additional guidelines for the authorization process that must occur before any retiree is employed ("new"), or re-employed (a "roll-over") the following fiscal year.
  3. Transfers from one department to another are considered new hires and are **NOT EXEMPT** (unless the position is on the Exempt Positions List). The requesting department must justify and receive approval from the CEO for the transfer. The releasing department may not backfill the position without prior approval from the CEO.
  4. If a vacant position generates revenue, departments should (where feasible), backfill with existing staff that are not revenue offset. If this is not feasible, departments must explain why.

5. Vacant positions will remain frozen unless the vacancy rate is greater than 35 percent for the requesting budget unit within a department, or when a critical need justification is approved by the CEO. If the budget unit has a vacancy rate over 35 percent, exceptions shall be approved to the extent that it brings the vacancy immediately below 35 percent.
6. If a vacant position remains unfilled and will result in new costs, departments must explain why.
7. Management appointments will be reviewed on a case-by-case basis.

**C. Promotions**

1. Internal departmental promotions are not exempt unless the position is on the Exempt Positions List. Promotions that result in a new hire to a department must be approved by the CEO, as these are considered “new” employees to the hiring department. Promotions will be effective on the date CEO approves the Exception Form.

**D. CEO Approval**

1. If the position is not on the Exempt Positions List, the department must complete an Exception Form and submit the request to their CEO Budget Analyst.
2. The CEO Budget Analyst will review the department’s Exception Form following the Guidelines and Procedures.
3. If the Exception Form is denied, the CEO Budget Analyst will inform the department.
4. If the Exception Form is approved, the CEO Budget Analyst will forward the Exception Form to the Budget Manager for review.
5. The Budget Manager will approve or deny the Exception Form, and then return the Exception Form to the CEO Budget Analyst. (If Exception Form is denied, the CEO Budget Analyst will inform the department.)
  - Depending on the nature of the hiring request, the CEO Budget Manager may obtain additional approvals from the Deputy Chief Executive Officer (DCEO), Senior Assistant CEO or both.
    1. If the Exception Form is submitted to the DCEO and is denied, the CEO Budget Analyst will inform the department. If approved, the Exception Form may be submitted to the Senior Assistant CEO for additional approval.

2. If the Senior Assistant CEO approves the Exception Form it will be returned to the CEO Budget Analyst. If the Exception Form is denied, the CEO Budget Analyst will inform the department.
6. When an Exception Form is approved, the CEO will inform the department they have approval, and will provide a copy of the dated Exception Form with approval signatures to the department, and the CEO Position Control Unit.

**E. Services, Supplies and Capital Assets Appropriation**

1. Partial exemption from the services and supplies and capital assets freeze shall be within the following guidelines:
  - Services and supplies purchases that are 100 percent revenue or IFT offset do not require CEO approval; however, if the department has submitted a deficit in the latest Budget Status Report (BSR), an Exception Form will be required.
  - Travel and training requests do not require CEO approval; however, departments should limit participation in all training programs that have direct costs attached. Discretionary travel and training should be discontinued by all departments.
  - Tuition reimbursement will be permitted only for continuing education classes for licensure requirement.
  - Mileage claims that are required as part of the job assignment will continue to be reimbursed, but departments should monitor all non-essential mileage and encourage alternatives where appropriate, such as conference calls.
  - Renovations that are currently underway may continue. New renovations are to be deferred unless the delay creates a health and safety issue.
  - Only time-off will be authorized for employees to attend the Management Council. All out-of-pocket expenses must be paid by the employee.
  - No capital assets expenditures unless equipment is deemed non-repairable and essential.
  - Grant-funded capital assets purchases will be approved on a case-by-case basis.

Situations may arise that require a partial exemption from the services, supplies and capital asset appropriation freeze. Please review the below guidelines and procedures that have been developed by the CEO.

If due to the appropriation freeze, a budget unit's appropriation becomes overdraft, departments may take the following steps so that their appropriation is no longer overdraft. Steps should be taken in the following order:

1. **Reduce Encumbrances** – Departments should review all encumbrances to determine, if any, encumbrances already established can be reduced.
2. **Request a Reduction to the Amount Frozen** – Complete the *Exception Form – Requests for Hiring, Services, Supplies and Capital Assets* (Exception Form, Attachment II) and submit it to your CEO Budget Analyst. If your CEO Budget Analyst agrees with your request, their recommendation will be submitted to a CEO Budget Manager. Depending on the nature of the request, the CEO Budget Manager has discretion to approve the request or may obtain additional approvals from the Deputy Chief Executive Officer, Senior Assist CEO or both.

When completing the Exception Form, ensure that the eCAPS Financial System accounting codes are properly completed for the budget unit in question.

3. Approved requests to reduce frozen appropriation levels will be forwarded to CEO Finance, who will coordinate with the Auditor-Controller to make the necessary changes in the eCAPS Financial System.
4. Budget adjustments that shift salaries and employee benefits (appropriation savings to other appropriations (i.e., services and supplies, capital assets or other charges), including action budget adjustments will continue to be monitored closely by the CEO.

## Exception Form - Requests for Hiring, Services, Supplies and Capital Assets

<b>Department:</b>				<b>Cluster: Please select</b>			
<b>Request Date:</b>		March 29, 2012					
<b>Exception Requested for:</b> (Please ✓ one box)		<input type="checkbox"/> Hiring		<input type="checkbox"/> Promotion			
		<input type="checkbox"/> Capital Assets		<input type="checkbox"/> 120-Day Retiree			
		<input type="checkbox"/> Services and Supplies					
<b>Program / Unit:</b> _____		<b>Funding Source:</b>					
<b>Funding Description:</b>		\$ _____ One-time    \$ _____ Ongoing    \$ _____ Revenue Offset					
<b>Blanket Authority Request?</b>		<input type="checkbox"/> Yes - Indicate Number of Positions Approved for Blanket Authority _____					
		<input type="checkbox"/> No					
<b>Pos ID #</b> (8-digit)	<b>Unit #</b> (5-digit)	<b>Employee Name/Employee No.</b> (If Available)		<b>Employee Title</b> (4-digit)	<b>Subtitle</b> (Example A or N)	<b>Title Description (Alpha)</b>	
<b>Complete this section only if your department is requesting that Services and Supplies or Capital Assets appropriations be unfrozen:</b>		<b>Fund</b>	<b>Dept Code</b>	<b>Org Level 1</b>	<b>Org Level 2</b>	<b>Object Category</b>	<b>Dollar Amount</b>
							\$
							\$
							\$
<b><u>Justification for Exception:</u></b>							
<b>Department Approval:</b>		<b>Signature Required</b> (at the level of Administrative Deputy or higher)					
<b>CEO Budget Analyst:</b>		<b>Signature Required / Date</b>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<b><u>Recommendation for Approval / Denial:</u></b>							
<b>Employee Mitigation List:</b>		<b>Did any employees on the Mitigation List meet the requirements for this hiring exception?</b>				<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	
<b>Budget Manager:</b>		<b>Signature Required / Date</b>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<b>Deputy CEO</b>		<b>If Applicable</b>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<b>Senior Assistant CEO:</b>		<b>If Applicable</b>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	



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**EXEMPT POSITIONS LIST**

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
<b>DEPARTMENT:</b>	<b>CHILDREN AND FAMILY SERVICES</b>	
8993	Adoptions Assistant	Provides direct client services
9071	Children's Social Worker I	Provides direct client services
9072	Children's Social Worker II	Provides direct client services
9073	Children's Social Worker III	Provides direct client services
9181	Eligibility Supervisor	Provides direct client services
9178	Eligibility Worker I	Provides direct client services
9179	Eligibility Worker II	Provides direct client services
9177	Eligibility Worker III	Provides direct client services
8995	Human Services Aide	Provides direct client services
5230	Public Health Nurse	Provides direct client services
9074	Supvg Children's Social Worker	Provides direct client services
<b>DEPARTMENT:</b>	<b>COMMUNITY AND SENIOR SERVICES</b>	
9051	Social Worker	Provides direct client services
<b>DEPARTMENT:</b>	<b>FIRE</b>	Special District funds (including Lifeguards which are seasonal, except for the below)
	<b>All Classifications Are Exempt Except the Below:</b>	
2934	Asst Chief, Lifeguard Services, Fire	Not Exempt
2925	Captain, Lifeguard Services, Fire	Not Exempt
2935	Chief, Lifeguard Services, Fire	Not Exempt
7472	Fire Equipment Mechanic	Not Exempt
2214	Intermediate Typist-Clerk	Not Exempt
6049	Medium Truck Driver	Not Exempt
2923	Ocean Lifeguard	Not Exempt
2922	Ocean Lifeguard Candidate	Not Exempt
2924	Ocean Lifeguard Specialist	Not Exempt
2926	Rescue Boat Captain	Not Exempt
2932	Section Chief, Lifeguard Servs, Fire	Not Exempt
2927	Senior Rescue Boat Captain	Not Exempt
2102	Senior Secretary III	Not Exempt
2216	Senior Typist-Clerk	Not Exempt
8243	Student Professional Worker I	Not Exempt
8242	Student Worker	Not Exempt
2931	Youth Program Specialist	Not Exempt
<b>DEPARTMENT:</b>	<b>HEALTH SERVICES</b>	
5068	Ambulance Dispatcher	Critical Ancillary Staff
5065	Ambulance Driver	Critical Ancillary Staff
5066	Ambulance Medical Technician	Direct Patient Care
5894	Audiologist I	Direct Patient Care
5896	Audiologist II	Direct Patient Care
4879	Autopsy Technician, Photography	Critical Ancillary Staff
4979	Blood Gas Laboratory Technician I	Critical Ancillary Staff
4982	Blood Gas Laboratory Technician II	Critical Ancillary Staff
5546	Cardiac Electrodiagnostic Tech III	Direct Patient Care
5547	Cardiac Electrodiagnostic Tech III	Direct Patient Care
5545	Cardiac Electrodiagnostic Technician I	Direct Patient Care
5556	Cardiovascular Technician	Direct Patient Care
5077	Central Service Supervisor I	Critical Ancillary Staff
5078	Central Service Supervisor II	Critical Ancillary Staff
5082	Central Service Tech I	Critical Ancillary Staff
5083	Central Services Technician II	Critical Ancillary Staff
5092	Certified Medical Assistant	Direct Patient Care
5858	Certified Occupational Therapy Assistant	Direct Patient Care
5094	Clinic Licensed Vocational Nurse II	Direct Patient Care
5090	Clinic Lvn I	Direct Patient Care
5087	Clinic Nursing Attendant I	Direct Patient Care
5088	Clinic Nursing Attendant II	Direct Patient Care
5469	Clinic Physician, Md	Direct Patient Care
5468	Clinic Physician, Md/Per Session	Direct Patient Care
5208	Clinical Instructor, Rn	Direct Patient Care, Title Change Only
4895	Clinical Laboratory Scientist	Critical Ancillary Staff, Title Change Only
4908	Clinical Laboratory Scientist Administrative Supervisor	Critical Ancillary Staff
4896	Clinical Laboratory Scientist II	Critical Ancillary Staff
4905	Clinical Laboratory Scientist III	Critical Ancillary Staff
4919	Clinical Microbiologist I	Critical Ancillary Staff
4920	Clinical Microbiologist II	Critical Ancillary Staff
5357	Clinical Nurse Specialist	Direct Patient Care
5513	Clinical Pharmacist	Critical Ancillary Staff
8697	Clinical Psychologist II	Direct Patient Care
9015	Clinical Social Work Supervisor II	Direct Patient Care
9013	Clinical Social Worker	Direct Patient Care
5472	Consulting Specialist, Md/Per Session	Direct Patient Care
6774	Custodian	Critical Ancillary Staff
4959	Cytology Laboratory Tech I	Critical Ancillary Staff
4961	Cytology Laboratory Tech Supvr I	Critical Ancillary Staff
4962	Cytology Laboratory Tech Supvr II	Critical Ancillary Staff
4960	Cytology Laboratory Technologist II	Critical Ancillary Staff

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**EXEMPT POSITIONS LIST**

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
4745	Dental Assistant	Direct Patient Care
4746	Dental Assistant, Special Procedures	Direct Patient Care
4751	Dental Hygienist	Direct Patient Care
4757	Dental Intern	Direct Patient Care
4749	Dental Laboratory Radiologic Tech	Critical Ancillary Staff
4760	Dental Resident	Direct Patient Care
4767	Dental Specialist	Direct Patient Care
4750	Dental Technician	Critical Ancillary Staff
4763	Dentist	Direct Patient Care
5794	Diagnostic Ultrasound Technician	Critical Ancillary Staff
5560	EEG Technician I	Critical Ancillary Staff
5562	Electroencephalograph Tech Supvr	Critical Ancillary Staff
5561	Electroencephalograph Technician II	Critical Ancillary Staff
4936	Electron Microscopy Specialist	Critical Ancillary Staff
1416	Health Info Associate	Critical Ancillary Staff
1418	Health Info Sr Technician	Critical Ancillary Staff
1417	Health Info Technician	Critical Ancillary Staff
1415	Health Info Technician Trainee	Critical Ancillary Staff
1153	Healthcare Interpreter	Direct Patient Care
5606	Hospital Medical Assistant	Critical Ancillary Staff
4976	Laboratory Assistant	Critical Ancillary Staff
4902	Laboratory Quality Control Coordinator	Critical Ancillary Staff
4983	Laboratory Support Supervisor I	Critical Ancillary Staff
5590	Lead Respiratory Care Practitioner	Direct Patient Care
5836	Licensed Physical Therapy Assistant	Direct Patient Care
5105	Licensed Vocational Nurse II	Direct Patient Care
5106	Licensed Vocational Nurse III	Direct Patient Care
5104	Lvn I	Direct Patient Care
9002	Medical Case Worker II	Direct Patient Care
9001	Medical Caseworker I	Direct Patient Care
6531	Medical Electronic Technician	Critical Ancillary Staff
7081	Medical Photographer	Critical Ancillary Staff
5778	Medical Radiation Physicist	Critical Ancillary Staff
1401	Medical Record Technician II	Critical Ancillary Staff
4899	Medical Tech, Data Systems	Critical Ancillary Staff
5055	Mortuary Attendant	Critical Ancillary Staff
5783	MRI Technologist II	Direct Patient Care
5802	Nuclear Medicine Technologist I	Critical Ancillary Staff
5803	Nuclear Medicine Technologist II	Direct Patient Care
5172	Nurse Anesthetist II	Direct Patient Care
5169	Nurse Anesthetist Trainee 1st and 2nd Year	Direct Patient Care
5169	Nurse Anesthetist Trainee(2Nd Year)	Direct Patient Care
5286	Nurse Manager	Direct Patient Care
5359	Nurse Midwife	Direct Patient Care
5121	Nurse Practitioner	Direct Patient Care
5098	Nursing Attendant I	Direct Patient Care
5100	Nursing Attendant II	Direct Patient Care
5101	Nursing Attendant III	Direct Patient Care
4802	Nutritionist I	Direct Patient Care
4803	Nutritionist II	Direct Patient Care
5858	Occup. Therapy Asst.	Direct Patient Care
5856	Occupational Therapist I	Direct Patient Care
5857	Occupational Therapist II	Direct Patient Care
5859	Occupational Therapy Supervisor I	Direct Patient Care
5865	Occupational Therapy Supervisor II	Direct Patient Care
5608	Ophthalmology Tech	Critical Ancillary Staff
5611	Optometrist	Critical Ancillary Staff
5595	Orthopedic Tech	Critical Ancillary Staff
5612	Orthoptic Tech	Critical Ancillary Staff
9191	Patient Financial Servs Cont Supv	Critical Ancillary Staff
9189	Patient Financial Servs Cont Wkr	Critical Ancillary Staff
9193	Patient Financial Servs Worker	Critical Ancillary Staff
9192	Patient Resources Worker	Critical Ancillary Staff
5512	Pharmacist	Critical Ancillary Staff
5501	Pharmacy Helper	Critical Ancillary Staff
5516	Pharmacy Supervisor I	Critical Ancillary Staff
5517	Pharmacy Supervisor II	Critical Ancillary Staff
5504	Pharmacy Technician	Critical Ancillary Staff
4986	Phlebotomy Service Supervisor	Critical Ancillary Staff
4977	Phlebotomy Technician I	Critical Ancillary Staff
4981	Phlebotomy Technician II	Critical Ancillary Staff
5837	Physical Therapist I	Direct Patient Care
5839	Physical Therapist II	Direct Patient Care
5842	Physical Therapy Instructor	Direct Patient Care
5843	Physical Therapy Supervisor I	Direct Patient Care
5849	Physical Therapy Supervisor II	Direct Patient Care
5047	Physician Assistant	Direct Patient Care
5408	Physician Postgraduate I	Direct Patient Care
5476	Physician Specialist (Non-Megaflex)	Direct Patient Care, Item Number And Title Change
5474	Physician, Md	Direct Patient Care, Item Number And Title Change
5421	Physician, Md (As Needed/OT)	Direct Patient Care

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5422	Physician, Md/Emergency Room	Direct Patient Care
5408	Physician, Post Graduate (1St Year)	Direct Patient Care - Accompanies The Addition Of 5411 Physician Post Graduate
5411	Physician, Post Graduate (2Nd - 7Th Year)	Direct Patient Care, Title Change Only
5880	Podiatrist	Direct Patient Care
9034	Psychiatric Social Worker I	Direct Patient Care
9035	Psychiatric Social Worker II	Direct Patient Care
8162	Psychiatric Technician II	Direct Patient Care
5567	Pulmonary Physiology Tech I	Direct Patient Care
5566	Pulmonary Physiology Tech Supvr I	Direct Patient Care
5571	Pulmonary Physiology Tech Supvr II	Direct Patient Care
5568	Pulmonary Physiology Technician II	Direct Patient Care
5569	Pulmonary Physiology Technician III	Direct Patient Care
5772	Radiation Protection Specialist	Critical Ancillary Staff
5801	Radiation Therapy Tech	Critical Ancillary Staff
5798	Radiologic Technologist	Critical Ancillary Staff
5799	Radiologic Technologist, Special Procedures	Critical Ancillary Staff
7071	Radiology Photographic Assistant	Critical Ancillary Staff
5514	Radiopharmacist	Critical Ancillary Staff
5506	Radiopharmacy Tech	Critical Ancillary Staff
5871	Recreation Therapist I	Direct Patient Care
5872	Recreation Therapist II	Direct Patient Care
5870	Recreation Therapy Assistant	Direct Patient Care
5873	Recreation Therapy Supervisor	Direct Patient Care
5133	Registered Nurse I	Direct Patient Care
5134	Registered Nurse II	Direct Patient Care
5135	Registered Nurse III	Direct Patient Care
5108	Rehabilitation Associate	Direct Patient Care
5882	Rehabilitation Therapy Technician	Direct Patient Care
5261	Relief Nurse	Direct Patient Care
5575	Renal Dialysis Equipment Technician	Critical Ancillary Staff
5588	Respiratory Care Practitioner	Direct Patient Care
5585	Respiratory Care Practitioner I	Direct Patient Care
9019	Senior Clinical Social Worker	Direct Patient Care
4980	Senior Laboratory Assistant	Critical Ancillary Staff
5597	Senior Orthopedic Technician	Direct Patient Care
5456	Senior Physician	Direct Patient Care
5118	Senior Student Worker Nursing	Direct Patient Care
5887	Speech Pathologist I	Direct Patient Care
5889	Speech Pathologist II	Direct Patient Care
5886	Speech Pathology Assistant	Direct Patient Care
5589	Sr Respiratory Care Practitioner	Direct Patient Care
5216	Sr. Nursing Instructor	Direct Patient Care
5113	Student Worker Nursing	Direct Patient Care
5329	Supervising Clinic Nurse I	Direct Patient Care
5330	Supervising Clinic Nurse II	Direct Patient Care
5784	Supervising MRI Technologist	Direct Patient Care
5174	Supervising Nurse Anesthetist	Direct Patient Care
5599	Supervising Orthopedic Technician	Direct Patient Care
5338	Supervising Staff Nurse I	Direct Patient Care
5339	Supervising Staff Nurse II	Direct Patient Care
5365	Supervising Surgery Nurse I	Direct Patient Care
5366	Supervising Surgery Nurse II	Direct Patient Care
5415	Supervisor Of Residents, M.D.	Direct Patient Care
5557	Supvg Cardiovascular Technician	Direct Patient Care
9194	Supvg Patient Fin Service Worker I	Critical Ancillary Staff
9195	Supvg Patient Fin Service Worker II	Critical Ancillary Staff
9038	Supvg Psychiatric Social Worker	Direct Patient Care
5804	Supvg Radiologic Technologist I	Direct Patient Care
5810	Supvg Radiologic Technologist II	Direct Patient Care
5587	Supvg Respiratory Care Practitioner	Direct Patient Care
4903	Supvng Clinical Lab Scientist I	Critical Ancillary Staff
4904	Supvng Clinical Lab Scientist II	Critical Ancillary Staff
4905	Supvng Clinical Lab Scientist III	Critical Ancillary Staff
5111	Surgical Technician	Direct Patient Care
4954	Tissue Analysis Technician I	Critical Ancillary Staff
4955	Tissue Analysis Technician II	Critical Ancillary Staff
4956	Tissue Analysis Technician Supvr I	Critical Ancillary Staff
4957	Tissue Analysis Technician Supvr II	Critical Ancillary Staff
4953	Tissue Analysis Technician Trainee	Critical Ancillary Staff
4948	Toxicology Tech	Critical Ancillary Staff
5096	Unit Support Assistant	Direct Patient Care
5613	Urology Technician I	Direct Patient Care
5614	Urology Technician II	Direct Patient Care
5125	Utilization Review Nurse Supvr I	Critical Ancillary Staff
5126	Utilization Review Nurse Supvr II	Critical Ancillary Staff
4773	Visiting Dentist/Daily	Direct Patient Care
4772	Visiting Dentist/Per Session	Direct Patient Care

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
<b>DEPARTMENT:</b>	<b>INTERNAL SERVICES</b>	
7202	Assistant Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7203	Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7200	Stationary Engineer Control Specialist	Monitors energy plant equipment performance
7793	Stationary Engineer Helper	Maintain compliance with Article 15 - BU 401 MOU staffing levels
7198	Stationary Engineer II	Maintain compliance with Article 15 - BU 401 MOU staffing levels
<b>DEPARTMENT:</b>	<b>MENTAL HEALTH</b>	
8705	Assistant Behavioral Sciences Consultant	Direct Patient Care
5276A	Asst Mental Health Counselor, RN	Direct patient care
5064	Clinic Driver	Assists with Direct Patient Care
8695A	Clinical Psychologist I	Direct patient care
8697A	Clinical Psychologist II	Direct patient care
8694A	Clinical Psychology Intern	Direct patient care
8109	Community Services Coordinator I	Direct Patient Care
8110	Community Services Coordinator II	Direct Patient Care
8108	Community Services Counselor	Direct Patient Care
8103A	Community Worker	Direct patient care
1479A	Conservator/Administrator Assistant	Supports direct client services; direct legal fiduciary responsibility.
1481	Deputy Public Conservator/Administrator II	Supports direct client services; direct legal fiduciary responsibility
1480A	Deputy Public Conservator/Admr I	Supports direct client services; direct legal fiduciary responsibility.
4720	Division Chief, Program Development, MH	Manages Clinical Program Operations
1489	Division Chief, Public Guardian	Responsible for conservatees pursuant to Court direction
9001A	Medical Case Worker I	Direct patient care
9002	Medical Case Worker II	Direct Patient Care
4722	Mental Health Clinical District Chief	Responsible for clinical program / contract management
4726	Mental Health Clinical Program Head	Responsible for clinical program / contract management
9038	Mental Health Clinical Supervisor	Working Supervisor with Direct Patient Care
9029A	Mental Health Clinician I	Direct patient care
9030A	Mental Health Clinician II	Direct patient care
5467J	Mental Health Consultant, MD (Per Session)	Direct patient care
5278A	Mental Health Counselor, RN	Direct patient care
8111A	Mental Health Peer Advocate	Direct patient care
4735A	Mental Health Psychiatrist	Direct patient care
8148	Mental Health Services Coordinator I	Direct Patient Care
8149	Mental Health Services Coordinator II	Direct Patient Care
5121A	Nurse Practitioner	Direct patient care
5856	Occupational Therapist I	Direct Patient Care
5857	Occupational Therapist II	Direct Patient Care
9193	Patient Financial Services Worker	Revenue Generating
9192	Patient Resources Worker	Revenue Generating
5837	Physical Therapist I	Direct Patient Care
5839	Physical Therapist II	Direct Patient Care
5474A	Physician, MD (Non-Megaflex)	Direct patient care
5411M	Physician, Post Graduate (2nd - 7th Year)	Direct patient care, title change only
9034A	Psychiatric Social Worker I	Direct patient care
9035A	Psychiatric Social Worker II	Direct patient care
8161A	Psychiatric Technician I	Direct patient care
8162A	Psychiatric Technician II	Direct patient care
8163A	Psychiatric Technician III	Direct patient care
5871	Recreation Therapist I	Direct Patient Care
5872	Recreation Therapist II	Direct Patient Care
5133	Registered Nurse I	Direct Patient Care
5139A	Registered Nurse I, Sheriff	Direct patient care
5134	Registered Nurse II	Direct Patient Care
5140A	Registered Nurse II, Sheriff	Direct patient care
5135	Registered Nurse III	Direct Patient Care
5141A	Registered Nurse III, Sheriff	Direct patient care
8593A	Rehabilitation Counselor II	Direct patient care
8104	Senior Community Worker I	Direct Patient Care
8105	Senior Community Worker II	Direct Patient Care
5280	Senior Mental Health Counselor, RN	Direct Patient Care
8712A	Sr Community Mental Health Psychologist	Direct patient care
5335	Staff Nurse	Direct Patient Care
5884A	Substance Abuse Counselor	Direct patient care
5883	Substance Abuse Counselor Aid	Direct Patient Care
1485	Supervising Deputy Public Conservator/Administrator	Supports direct client services; direct legal fiduciary responsibility
1486	Supervising Deputy Public Conservator/Administrator II	Supports direct client services; direct legal fiduciary responsibility
4737	Supervising Mental Health Psychiatrist	Working Supervisor with Direct Patient Care
9038A	Supervising Psychiatric Social Worker	Direct patient care
5338	Supervising Staff Nurse I	Working Supervisor with Direct Patient Care
5340A	Supervising Staff Nurse I, Sheriff	Direct patient care
5339	Supervising Staff Nurse II	Working Supervisor with Direct Patient Care
5341A	Supervising Staff Nurse II, Sheriff	Direct patient care
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>	
5233	Assistant Program Specialist	Supports Direct Clinical Services
1270	Assistant Public Health Registrar	Public Health and Safety
5457	Chief Physician I	Public Health and Safety
5458	Chief Physician II	Public Health and Safety
5459	Chief Physician III	Public Health and Safety

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5090	Clinic Licensed Vocational Nurse I	Direct Patient Care
5094	Clinic Licensed Vocational Nurse II	Direct Patient Care
5087	Clinic Nursing Attendant	Direct Patient Care
5468	Clinic Physician	Direct Patient Care
4926	Clinical Chemist Supervisor I	Public Health and Safety
4922	Clinical Chemit	Public Health and Safety
4895	Clinical Laboratory Scientist I	Public Health and Safety
4896	Clinical Laboratory Scientist II	Public Health and Safety
4919	Clinical Microbiologist	Public Health and Safety
5299	Clinical Nursing Director II	Public Health and Safety
5513	Clinical Pharmacist	Public Health and Safety
5670	Environmental Health Specialist I	Critical Public Health Inspections
5671	Environmental Health Specialist II	Critical Public Health Inspections
5673	Environmental Health specialist IV	Critical Public Health Inspections
5668	Environmental Health Technician	Critical Public Health Inspections
5672	Environmental Hlth Services III	Critical Public Health Inspections
5670	Environmental Hlth Services Trainee	Critical Public Health Inspections
5702	Health Facilities Evaluator I	Critical Public Health Inspections
5703	Health Facilities Evaluator II	Critical Public Health Inspections
5704	Health Facilities Evaluator III	Critical Public Health Inspections
5707	Health Facilities Evaluator, Nursing	Critical Public Health Inspections
4976	Laboratory Assistant	Public Health and Safety
4902	Laboratory QC Coordinator	Public Health and Safety
4931	Milk Technician	Public Health and Safety
5286	Nurse Manager	Direct Patient Care
4999	PH Microbiologist I	Public Health and Safety
5000	PH Microbiologist II	Public Health and Safety
5001	PH Microbiologist Sup I	Public Health and Safety
5004	PH Microbiologist Sup II	Public Health and Safety
4998	PH Microbiologist TR	Public Health and Safety
5455	Physician Specialist	Public Health and Safety
5237	Program Specialist	Supports Direct Clinical Services
5645	Public Health Investigator	Public Health and Safety
5644	Public Health Investigator Trainee	Public Health and Safety
5230	Public Health Nurse	Direct patient care
5236	Public Health Nurse Supervisor	Direct Patient Care
1271	Public Health Registrar	Public Health and Safety
5772	Radiation Protection Specialist	Critical Public Health Inspections
5772	Radiation Protection Specialist	Critical Public Health Inspections
5798	Radiologic Technologist	Public Health and Safety
5133	Registered Nurse I	Direct Patient Care
5134	Registered Nurse II	Direct Patient Care
5135	Registered Nurse III	Direct Patient Care
1274	Senior Public Health Registrar	Public Health and Safety
5774	Senior Radiation Protection Spec	Critical Public Health Inspections
5708	Senior, Health Facilities, Nursing	Critical Public Health Inspections
5329	Supervising Clinic Nurse	Direct Patient Care
5646	Supvg Public Health Investigator	Public Health and Safety
4948	Toxicology Technician	Public Health and Safety
DEPARTMENT:	PUBLIC HEALTH - ANTELOPE VALLEY REHABILITATION CENTER	
5884	Substance Abuse Counselor	Direct patient care (hard-to-recruit position due to specialized certification requirement).
5883	Substance Abuse Counselor Aid	Direct patient care (hard-to-recruit position due to specialized certification requirement).
DEPARTMENT:	PUBLIC HEALTH - CHILDREN'S MEDICAL SERVICES	
5350	Medical Services Coordinator, Cuss	Position provides critical service authorizations for CCS providers.
5856	Occupational Therapist I	Direct patient care (hard-to-recruit position)
5857	Occupational Therapist II	Direct Patient Care
5858	Occupational Therapy Assistant	Direct Patient Care
5837	Physical Therapist I	Direct patient care (hard-to-recruit position)
5839	Physical Therapist II	Direct Patient Care
5836	Physical Therapy Assistant	Direct Patient Care
5455	Physician Specialist, MF	Direct Patient Care
DEPARTMENT:	PUBLIC HEALTH - HIV and STD PROGRAMS (Formerly Office of AIDS Program & Policy)	
5479	Chief Physician I,Md	Ryan White CARE Act Requirement
1759	Epidemiologist	Ryan White CARE Act Requirement
1757	Epidemiology Analyst	Ryan White CARE Act Requirement
4846	Health Education Assistant	Ryan White CARE Act Requirement
4848	Health Educator	Ryan White CARE Act Requirement
4613	Health Program Coordinator	Ryan White CARE Act Requirement
5230	Public Health Nurse	Ryan White CARE Act Requirement
5133	Registered Nurse I	Public Health and Safety
5134	Registered Nurse II	Public Health and Safety
5135	Registered Nurse III	Public Health and Safety
DEPARTMENT:	PUBLIC HEALTH - SUBSTANCE ABUSE PREVENTION & CONTROL	

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
4614	Contract Program Auditor	Ensures that community-based programs are in compliance with federal and State requirements. Failure to comply with terms of the contract constitutes grounds for the State to suspend, recover payments or terminate the contract.
DEPARTMENT:	PUBLIC SOCIAL SERVICES	
9178	Eligibility Worker I	Provides direct client services/Entry level position/Caseload driven
9179	Eligibility Worker II	Provides direct client services/Paired class promotion
9165	GAIN Services Worker	Provides direct client services/Caseload driven
2214	Intermediate Typist Clerk	Entry level/Direct client services
9051	Social Worker	Provides direct client services/Paired class promotion
DEPARTMENT:	REGISTRAR-RECORDER/COUNTY CLERK	
9304H	Clerk, NC	Critical public service
9312F/H	Election Assistant I, NC	Critical public service
9313F/H	Election Assistant II, NC	Critical public service
9315F/H	Election Assistant III, NC	Critical public service

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
DEPARTMENT: 9969A	SHERIFF Assistant Sheriff (Unclassified)	Sworn positions are exempt Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9351	Bricklayer, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9352	Bridge Maintenance Worker, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
2721A	Captain	Sworn positions are exempt
2721N	Captain	Sworn positions are exempt
9353	Carpenter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9354	Carpet & Linoleum Layer, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9355	Cement & Concrete Finisher, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
4895	Clinical Laboratory Scientist I	Performs clinical laboratory tests.
2723A	Commander	Sworn positions are exempt
2723O	Commander	Sworn positions are exempt
9356	Communications System Technician, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
4333	Criminalist	Performs physical and chemical analyses required in scientific criminal investigations
4331	Criminalistics Laboratory Technician	Performs standard chemical procedures to analyze specimens of evidentiary material.
2217	Custody Records Clerk I	Performs specialized clerical work in the Custody Division Sheriff's Department.
2708A	Deputy Sheriff	Sworn positions are exempt
2708N	Deputy Sheriff	Sworn positions are exempt
2707	Deputy Sheriff Trainee	Participates in a basic law enforcement training program.
9309	Deputy Sheriff, NC	Sworn positions are exempt
9968A	Division Chief, Sheriff (Unclassified)	Sworn positions are exempt
9357	Electrician, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9358	Electro-Mechanic, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9360	Elevator Mechanic, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
4332	Forensic Identification Specialist I	Positions in this class learn both field and laboratory analysis including processing crime scenes by recognizing, searching, collecting, and preserving physical evidence.
4334	Forensic Identification Specialist II	Performs field or laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes.
9362	Heat & Frost Insulator, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9363	Irrigation & Lawn Sprinkler Fitter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
2719A	Lieutenant	Sworn positions are exempt
2719N	Lieutenant	Sworn positions are exempt
9364	Metal Lather, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9365	Millwright, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
5107	Nursing Assistant	Assists in the provision of nursing care and medical treatment of inmate patients in a Sheriff's custody facility.
5100	Nursing Attendant II	Provides prescribed care to patients in a correctional facility.
5214	Nursing Instructor	Provides instruction and training to nursing staff.
9366	Painter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
5512	Pharmacist	Provides professional pharmacy services in a correctional facility and provides technical supervision to support personnel in the performance of pharmacy duties.
5504	Pharmacy Technician	Performs a variety of technical and support pharmacy services in a correctional facility pharmacy.
5476	Physician Specialist, M.D.	Provides specialized medical services to inmates in a correctional facility as required by Title 15.
9368	Plasterer, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.

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EXEMPT POSITIONS LIST		
ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
9369	Plumber, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9359	Power Line Worker, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
2450	Public Response Dispatcher I	Receives training and practical experience, under immediate supervision, in receiving and responding to calls for emergency and non-emergency assistance at the Sheriff's Department Communication Center
5798	Radiologic Technologist	Performs radiographic procedures employing the use of X-rays to produce images of various parts of the body for the diagnosis of pathological and traumatic disorders.
9370	Refrigeration Mechanic, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
5139	Registered Nurse I	Provides professional nursing care to inmates in a correctional facility as required by Title 15.
5140	Registered Nurse II	This experienced class provides independent, comprehensive professional nursing care to a diverse group of patients in a variety of patient care settings and precepts or leads others.
5141	Registered Nurse III	This proficient class focuses on applying extensive knowledge and skills to consistently provide comprehensive care to inmate patients in a Sheriff's custody facility.
9308	Reserve Deputy Sheriff	Identified as exempt by Public Safety Cluster analyst.
9371	Roofer, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
2827	Security Assistant	Assists sworn personnel in providing security and guarding County property.
2828	Security Officer	Assists sworn personnel in guarding County property.
2717A	Sergeant	Sworn positions are exempt
2717N	Sergeant	Sworn positions are exempt
9372	Sheet Metal Worker, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9994L	Sheriff (Unclassified)	Sworn positions are exempt
9367	Sign Painter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9373	Steam Fitter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
5340	Supervising Staff Nurse I	Supervises nursing activities on a ward or in a clinic in a large Sheriff's Custody facility, infirmary or an outlying custody facility for a shift.
9374	Tile Setter, NC	Covered by MOU's approved by the Board of Supervisors January 1991; temporary employees are labor appointments under the authority of the County's Civil Service Rule #8.
9970A	Undersheriff (Unclassified)	Sworn positions are exempt





WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

February 23, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### 120-DAY RETIREES

By memorandum dated December 2, 2009, departments were asked to reduce the employment of County retirees (i.e., 120-day retirees). We subsequently provided each department with information on the current number of these individuals and the cumulative hours worked by each employee in the current fiscal year and emphasized that the use of these retirees must be limited to critical positions where the necessary expertise is otherwise unavailable within your department. Further, every effort is to be made to transfer this expertise to permanent employees to reduce the 120-day retiree population to an absolute minimum by June 30, 2010.

As you know State law governing the County's retirement benefits (the 1937 Retirement Act) prohibits the employment of retirees for more than 120 working days (960 working hours) in any fiscal year. Exceeding this limit for any retiree may subject all active and retired employees to severe tax consequences under State and federal law. To assist departments in managing their rehired retirees, we will continue to provide you with periodic status reports showing the number and identity of your 120-day retirees and the cumulative hours worked to date in the current fiscal year.

The most recent information we have shows that some 120-day retirees are already very near the 960 hour limit for this fiscal year. To ensure we do not exceed this limit, we are asking all departments to:

1. Obtain specific annual re-authorization from your CEO budget analyst before any retiree is employed or re-employed in a subsequent fiscal year. This will be the case regardless of whether the costs are provided for within your adopted budget.
2. Carefully monitor the hours worked by your rehired retirees, so that, **without exception**, no retiree works more than 960 hours in a fiscal year.

If you have any questions regarding this matter, please call me or contact Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:EFS  
WGL:RP:df

c. All Administrative Deputies

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